



DEPARTMENT OF THE NAVY  
NAVAL AIR SYSTEMS COMMAND  
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PATUXENT RIVER, MARYLAND 20670-1547

IN REPLY REFER TO

NAVAIRINST 12451.2  
AIR-7.0  
28 Jul 03

NAVAIR INSTRUCTION 12451.2

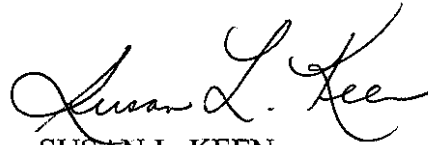
From: Assistant Commander for Corporate Operations

Subj: CORPORATE OPERATIONS AWARD FOR TEAM EXCELLENCE

Encl: (1) Nomination Request for Corporate Operations Award for Team Excellence

1. Purpose. To establish policy, issue the framework and guidelines, and mechanize procedures for the Assistant Commander of Corporate Operations (AIR-7.0) to recognize and award excellence in teams who make significant contributions and complex improvements to business operations within the Naval Air Systems Command (NAVAIR) organization.
2. Scope. This instruction applies to NAVAIR teammates participating on teams furthering the Corporate Operations mission, goals, and objectives. Worthy team initiatives assure critical expertise/talent is identified and delivered; aggressively innovate and leverage information systems/technologies across NAVAIR, the Department of Navy (DON) and Department of Defense (DoD); align nationally and champion strategies for communicating the value and relevance of NAVAIR; drive NAVAIR's 'Business Competence' Development and Sustainment; or balance efficiency and effectiveness with risk/compliance in pursuing business transformation initiatives. Qualified teams achieve Business Operations excellence that ultimately enable fulfillment of NAVAIR's Promise to the Warfighter.
3. Background. The NAVAIR Command encourages on-going and active recognition and documentation of our employees' achievements through a fair and equitable awards program. The awards program currently includes various formal and informal, individual and team awards as the Command's means to recognize and distinguish its top performers. AIR-7.0 fully embraces this concept of continual awards and recognition. As a result, the *Corporate Operations Award for Team Excellence* is established to recognize noteworthy achievements accomplished by teams in support of the Corporate Operations mission.
4. Selection Criteria. All civilian and military personnel within NAVAIR teams are eligible to be considered for this award. The criteria for selection will include exceptional accomplishments made by teams and are designed to recognize team contributions that most significantly support the Corporate Operations mission, goals, and objectives. This award is a distinguished Competency honorary award. Individual award recipients receive an official *Corporate Operations Award for Team Excellence* memento with an embedded NAVAIR coin to commemorate their accomplishments.

5. Responsibilities and Procedures. Anyone can nominate teams for the *Corporate Operations Award for Team Excellence* by completing enclosure (1), and submitting the request to the Assistant Commander for Corporate Operations (AIR 7.0) via the Resources and Development Staff Office (AIR-7.0C).



SUSAN L. KEEN

Assistant Commander for Corporate  
Operations

NAVAIRHQ Directives: All NAVAIR directives can be found on  
<http://directives.navair.navy.mil> or locally on <https://wingspan.navair.navy.mil>

28 Jul 03

Nomination Request for  
Corporate Operations Award for Team Excellence

1. Team Name:

2. Type of Team (please check one):

- ☐ Integrated Product Team
- ☐ Externally Directed Team
- ☐ Enterprise Team
- ☐ Product Support Team

3. Team Members:

4. Team Achievement/Contribution:

5. Nomination submitted by:

Name:

Competency/Organization:

Command Business Unit:

Phone number:

Team Leader Name:

Phone #:

Approved: \_\_\_\_\_ Date: \_\_\_\_\_

Enclosure (1)